

LAW ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position is designed for those individuals who have completed law school and who are waiting to be appointed Attorneys or Counsels upon receiving a license to practice law in New York State and being admitted to the New York State Bar. Individuals in this position perform all legal tasks other than those requiring performance by a licensed attorney. In the District Attorney's office, a person in this class functions as a Junior Assistant Direct Attorney pursuant to court order. Work is performed under the general supervision of a licensed attorney.

TYPICAL WORK ACTIVITIES:

1. Prepares pleadings, appeals, resolutions, notices, contracts and other legal documents;
2. Prepares local laws, resolutions and other legislation;
3. Makes reports and answers correspondence;
4. May prepare or assist in the preparation of trials;
5. May make or assist in investigations;
6. May prepare or assist in the preparation of grand jury presentations, motions and appeals;
7. Does related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Laws and trial procedures; ability to conduct legal research and investigation; ability to work with others; ability to speak clearly and with force; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized School of Law, and must have taken or be about to take the New York State Bar Exam.

LS1301

REVISED: 04/28/75
05/11/82